

STATE PERSONNEL BOARD  
INFORMATION SYSTEMS

STATE PERSONNEL BOARD EXAM/CERT  
SECURITY GUIDELINES

PREPARED BY:

INFORMATION SYSTEMS UNIT

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## **BACKGROUND**

THE PURPOSE OF THESE GUIDELINES IS TO DEFINE THE STATE PERSONNEL BOARD'S (SPB) SECURITY REQUIREMENTS FOR ALL USERS OF THE EXAM/CERT ONLINE SYSTEM. ANY QUESTIONS OR NEED FOR MORE INFORMATION SHOULD BE DIRECTED FIRST TO YOUR SECURITY MONITOR OR BY CONTACTING THE RACF ADMINISTRATOR OF YOUR DEPARTMENT.

THE STATE PERSONNEL BOARD MAINTAINS A DEDICATED SYSTEM THAT HOUSES NUMEROUS SYSTEMS OF RECORDS, WHICH CONTAIN CONFIDENTIAL AND SENSITIVE DATA. ALTHOUGH AUTOMATION PROVIDES VALUABLE INFORMATION, ACCESS TO CENTRALLY STORED MACHINE-READABLE DATA INCREASES THE RISK OF UNWARRANTED DISCLOSURE OF THIS DATA. THEREFORE, STATE PERSONNEL BOARD RESTRICTS SUCH ACCESS TO THOSE INDIVIDUALS WHO HAVE A BONAFIDE NEED AND LEGAL JUSTIFICATION FOR SUCH ACCESS

STATE PERSONNEL BOARD MAINTAINS SEVERAL AUTOMATED SECURITY CONTROL SYSTEMS, WHICH WILL CONTINUE TO BE MODIFIED AS NEEDED. HOWEVER, INDIVIDUALS USING OR HAVING CONTROL OVER DATA WHICH IS CONFIDENTIAL, OR DATA WHICH COULD BECOME CONFIDENTIAL WHEN ASSOCIATED WITH OTHER DATA, MUST UNDERSTAND STATE PERSONNEL BOARD'S REQUIREMENTS FOR HANDLING SUCH INFORMATION.

CARELESS, ACCIDENTAL OR INTENTIONAL DISCLOSURE OF INFORMATION TO UNAUTHORIZED PERSONS CAN HAVE FAR-REACHING EFFECTS, WHICH MAY RESULT IN CIVIL OR CRIMINAL ACTIONS AGAINST THOSE INVOLVED IN THE UNAUTHORIZED DISCLOSURE (PLEASE REFER TO CALIFORNIA PENAL CODE SECTION 502 AND THE CALIFORNIA INFORMATION PRACTICES ACT). TO REDUCE THIS RISK, IT IS NECESSARY FOR STATE PERSONNEL BOARD TO ESTABLISH AND ENFORCE THESE REQUIREMENTS FOR ALL SYSTEM USERS. PLEASE READ THIS DOCUMENT CAREFULLY TO ENSURE COMPREHENSION.

## **CONTROLLING ACCESS TO CONFIDENTIAL DATA**

1. ACCESS IS GRANTED TO AN INDIVIDUAL BASED ON TWO FACTORS:
  - A. THEY MUST HAVE ACCESS TO CONFIDENTIAL PERSONNEL DATA IN ORDER TO PERFORM THEIR LEGAL, STATUTORY, GOVERNMENT DUTIES.
  - B. MUST BE AUTHORIZED TO USE THE STATE PERSONNEL BOARD'S EXAM/CERT SYSTEM.
2. THESE FACTORS ARE REVIEWED AND YOU'RE DEPARTMENTAL RACF ADMINISTRATOR WHO REPRESENTS YOUR DEPARTMENT GRANTS ACCESS. IF YOU WORK FOR AN AGENCY OR DEPARTMENT THAT DOES NOT HAVE A RACF ADMINISTRATOR, CONTACT YOUR DEPARTMENT'S STEPHEN P. TEALE DATA CENTER CUSTOMER REPRESENTATIVE.